NAME OF GROUP _____ **DATES OF EVENT** _____

KELSEY FACILITY RESERVATION FORM

Maximum sleeping capacity - 40 (consists of 2 buildings, Borne and Memorial)
Kelsey Lodge - Capacity 40 – 1 meeting room plus small kitchen (all buildings have heat & a/c)

Lodging Rates (per person / per night)

Adult (12 & over)	$24.00	
Child (6-11, *with parent*)	$15.00	5 & under - Free
UCC Clergy / Family(6 & over)	$12.00	

Additional 4% fee on lodging only (Water Oriented Recreation District of Comal County)

✸ **Minimum amounts for lodging and food service will be invoiced and must be paid prior to event** ✸

PLEASE CHECK CABINS YOU ARE REQUESTING TO BE OPENED

✓	Cabin	Beds
☐	Borne - Left	10
☐	Borne - Right	10
☐	Memorial – Left	10
☐	Memorial – Right	10

Remodeled - Borne has 2 separate rooms (no middle room)

Remodeled - Memorial has 2 separate rooms (no middle room)

FOOD SERVICE: ☐ Provide our own meals - Kitchen Rental: $25/meal or $60/day
Kitchen will be locked unless rented

☐ Camp to prepare & provide meals

✸**In appropriate boxes, please enter "Rent" if renting kitchen or "SFC" if camp is providing meal**✸

MEAL	MON	TUES	WED	THUR	FRI	SAT	SUN
Breakfast							
Lunch							
Supper							

If SFC provides food service, guaranteed numbers must be reported on the **Tuesday prior to the event**. (The group will be charged the "guaranteed number" as a minimum for meals.) **MIN. GUARANTEE = 20**

LINEN SERVICE: ☐ We will provide our own linens
☐ _____ @ $15.00 per person/per stay (sheets & blanket, pillow & case, bath towel, hand towel, wash cloth, soap & shampoo)

SPECIAL REQUESTS: ☐ Pool Use $25/hr (w/2 hr. min.) Lifeguard included. **DATE:**_____
TIME: _____

☐ TV ☐ DVD ☐ Campfire Circle (Date) _____ (Group responsible for bringing wood)